

Timekeeper Guidelines

The job of the Timekeeper at a Toastmasters meeting is to:

- record the time taken by the various scheduled speakers and table topics participants,
- give time signals to speakers to indicate amount of time remaining for each speaker, and
- give reports on timing as requested at various points during the meeting.

Timing guidelines are as follows:

Timekeeper should sit in view of all meeting participants.

For standard Communications & Leadership Manual speeches (5-7 minutes)

- a green indicator is displayed by the timer at 5 minutes
- a yellow indicator is displayed at 6 minutes
- a red indicator is displayed at 7 minutes

For the Icebreaker (first) speech (4-6 minutes)

- a green indicator is displayed by the timer at 4 minutes
- a yellow indicator is displayed at 5 minutes
- a red indicator is displayed at 6 minutes

For Table Topics speeches (1-2 minutes)

- a green indicator is displayed by the timer at 1 minute
- a yellow indicator is displayed at 1 minute 30 seconds
- a red indicator is displayed at 2 minutes

For Evaluators: (2-3 minutes)

- a green indicator is displayed by the timer at 2 minute
- a yellow indicator is displayed at 2 minute 30 seconds
- a red indicator is displayed at 3 minutes